

# Michigan EXPLORE Grade 8 and PLAN Grade 10 Spring 2013 Pilot Program Year 2 Checklist of Critical Dates for Schools and Districts

<b>Testing Window</b> <b>March 4 – April 12, 2013</b>
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<b>October 8 – December 21, 2012</b>	<b>Districts order test materials for all schools participating in the pilot.</b> <ul style="list-style-type: none"> <li>Your district <b>MUST</b> place a test materials order during the authorized ordering window or your testing will <b>not</b> be funded under the Pilot. Order data for all schools is needed for ACT and BAA to create the student pre-ID labels.</li> <li>Districts that order test materials after December 21, 2012 will incur expedited shipping charges that the district will be responsible for paying.</li> </ul>
By February 22, 2013	Schools receive pre-ID labels from ACT. <ul style="list-style-type: none"> <li>Schools will apply pre-ID labels before testing – more information to follow.</li> <li>If this is during the school's spring break, please make sure staff is in the office to receive your school's pre-ID labels.</li> </ul>
February 22 – April 11, 2013	Schools receive test materials from ACT. <ul style="list-style-type: none"> <li>If this is during the school's spring break, the shipping vendor (UPS or FedEx) will attempt delivery 3 times and try to contact you. If this is unsuccessful, the materials will be returned to ACT.</li> </ul>
February 22 – April 5, 2013	Districts order supplemental materials for schools. <ul style="list-style-type: none"> <li>Districts who do not order supplemental materials in sufficient time for testing will incur expedited shipping charges, which the district will be responsible for paying.</li> </ul>
<b>March 4 – April 12, 2013</b>	<b>Pilot Testing Window - Schools administer the assessment(s)</b>
<b>April 15, 2013</b>	<b>Last day for schools to ship answer documents to ACT.</b> <ul style="list-style-type: none"> <li>This is the final postmark / "no later than" date for schools to ship answer documents to ACT using the prepaid envelopes.</li> <li>This is required for accountability to ensure school and student data is included in aggregate district and state level reports.</li> </ul>
By May 2, 2013	Schools receive student and school level reports from ACT. <ul style="list-style-type: none"> <li>Shipped no later than 10 business days from answer document receipt at ACT.</li> </ul>
By May 23, 2013	<ul style="list-style-type: none"> <li>Districts receive reports after scoring of all school answer documents in the district is completed.</li> <li>Districts will receive aggregate district reports and copies of school reports for all the schools in the district if the district placed an EXPLORE Grade 8 and/or PLAN Grade 10 order and the school tested as part of the pilot.</li> </ul>

If you have questions, please contact ACT Customer Services at 1-877-789-2925 or [customerservices@act.org](mailto:customerservices@act.org)